JOB POSTING

POSITION AVAILABLE: Professional Librarian/Teen Department (Public Library)

QUALIFICATIONS: M.L.S. degree from an A.L.A. accredited Library school, minimum of two years of related work experience; candidacy for Massachusetts Certificate of Professional Librarianship is required. Formal training and experience with computers is required. Organizational skills and effective communication skills are required.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week (to include evening and weekend shifts).

SALARY RANGE: $56,063 – 70,009

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: June 24, 2019
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.
PROFESSIONAL LIBRARIAN - TEEN DEPARTMENT
(37.5 HOURS PER WEEK)

SUMMARY

Under the supervision of the Library Director, coordinates all services for teens in grades 6-12.

SUPERVISION RECEIVED

Subject to the direction and control of the Library Director or his/her designee.

SUPERVISION EXERCISED

Supervises Teen Services department staff, including Library Clerical Assistants assigned to the department, pages and volunteers. Supervises staff and building activities in the absence of the Library Director or Assistant Library Director.

QUALIFICATIONS

M.I.S. degree from an A.L.A. accredited Library school and candidacy for Massachusetts Certificate of Professional Librarianship is required. Formal training and experience with teenagers and Reference Services is required. Demonstrated knowledge of literature for teenagers, Organizational skills and effective communication skills are required. Previous Library experience is required.

Essential Requirements

- Must have the ability and skill to deal with the public tactfully and effectively
- Must be comfortable working with teenagers, families and educational partners
- Must have experience with a variety of technologies
- Must have experience with reference and research services
- Must be able to work under moderate noise level.
- Must have good stamina and not tire easily.
- Must be able to lift, handle and manipulate on occasion at least 30 lbs. normally less.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier, and etc.).

GENERAL DUTIES AND RESPONSIBILITIES

- Coordinates collection development and services targeted at teenagers, middle school through high school.
- Maintains and develops Teen collection, print and non-print, making recommendations for budget proposals. Conducts on-going weeding to keep collection current, and evaluates gift materials for possible inclusion in the collection.
- Plan and conduct programs, exhibits, and other activities to encourage literacy and civic skills and use of the Library by Young Adults. Develops initiatives to foster literary and creative writing. Develops initiatives that foster appropriate use of technologies available to teens.
- Provides reference service, both ready reference and in-depth research.
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• Serves as liaison to schools serving local students.
• Cooperates with school department personnel to encourage reading, to develop lists of recommended reading, and to coordinate collection development with changes in curriculum.
• Collects and compiles statistics on Teen services and programs.
• Serves as liaison to all high schools serving local students.
• Conducts tours for schools and organizations.
• Provides reader’s advisory service to teens
• Keeps all staff informed of programs, services and materials.
• Participates in Library public relations
• Keeps current in library profession through professional literature; membership and participation in professional organizations; participation in professional online communities.
• Supervises library personnel in the absence of the Library Director and the Assistant Director.
• Performs other duties of a similar nature and complexity as necessary.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE PUBLIC LIBRARY.